District of Columbia Department of Forensic Sciences

LFU03 – SOP Latent Print Case File

Table of Contents

1. Scope
2. Background
3. Safety
4. Materials Required
5. Standards and Controls
6. Calibration
7. Procedures
8. Sampling
9. Calculations
10. Uncertainty of Measurement
11. Limitations
12. Documentation
13. References

1. Scope

1.1. The Latent Fingerprint Unit latent examination and deceased analysis case files are created to track and document the analytical and administrative aspects of the examination. All analysis and comparison findings are supported by the documentation in the case file. For LFU, the case file is fully electronic and any future mention of "case file" refers to the electronic case file created by the analyst.

1.1.1. As permitted in LOM02 Section 5.1.2, electronic case files are not subject to the hard copy file folder requirements and therefore may not contain the same documentation and/or organization as hardcopy case files.

1.1.1.1. Certain documentation, such as initials/signature/electronic equivalent and date, will be found within the technical records, but may not be found on every page.

1.2. For current cases, the latent lift evidence is stored separately in a secured storage area within the Latent Fingerprint Unit once the case is completed. Some latent evidence is digital in nature, such as latent print photo images, and is stored in digital storage.

1.3. The LFU Evidence Processing Case File and Reporting procedures are outlined in SOP LFU02 – Evidence Processing.

2. Background

LFU03 - SOP Latent Print Case File
Document Control Number: 1380
Revision: 7

Page 1 of 5
Approved By: Director
Issue Date: 11/6/2020 5:57:56 PM
UNCONTROLLED WHEN PRINTED

2.1.   To establish the practices for documenting the examination of evidence to conform to the requirements of the Department of Forensic Sciences (DFS) Forensic Science Laboratory (FSL) *Quality Assurance Manual*, the accreditation standards under ISO/IEC 17025:2017, and any supplemental standards.

2.2.   Documentation, both received in the Latent Fingerprint Unit and created in the process of the examination, will be saved in the case file and stored in LIMS (Laboratory Information Management System) Imaging.

3. Safety

3.1.   Not applicable

4. Materials Required

4.1.   File Cabinets
4.2.   Tamper-proof evidence tape
4.4.   Network accessible computer – for LIMS and FSL (M:) shared drive access

5. Standards and Controls

5.1.   Not applicable

6. Calibration

6.1.   Not applicable

7. Procedures

7.1.   The LFU Analyst will be responsible for building the LFU case file as they are completing the request and before they submit the case file for technical review.

7.2.   The case file is composed of documentation related to the request that supports the findings.

7.2.1. The following documentation can be found in the case file:

LFU03 - SOP Latent Print Case File
Document Control Number: 1380
Revision: 7
Page 2 of 5
Approved By: Director
Issue Date: 11/6/2020 5:57:56 PM
UNCONTROLLED WHEN PRINTED

7.2.1.1. LIMS Analysis and Comparison worksheets

7.2.1.2. LIMS Final Report of Examination

7.2.1.3. Submitter documentation, if applicable

7.2.1.4. Scans of evidence and known standards

7.2.1.5. AFIS results/print screen, if applicable

7.2.1.6. Technical and Administrative review forms

7.2.1.7. Communication logs, if applicable

NOTE: Mideo documentation is exported directly from Mideo and placed in LIMS Imaging, under the Requests folder for the applicable case.

7.2.2. Documentation such as Chain of Custody, request forms and any Case Activity logs can be found in the LIMS electronic file.

7.2.3. Once the Technical and Administrative review is completed, all files within the case file will be uploaded to LIMS Imaging.

7.2.4. A sub-folder, labeled "LFU Case File", will be created within LIMS Imaging under the corresponding case number.

7.2.4.1. DFS Legal will pull this record if discovery is requested.

7.3. The final electronic file of the LFU LIMS Final Report will be emailed to the Lead Scientist or designee for distribution to the customer.

7.3.1. The naming structure for reports is as follows:

7.3.1.1. Reports resulting from latent analysis requests will be titled with the CCN followed by "LFU" (i.e. 17123456 LFU).

7.3.1.1.1. MPD Internal Affairs Division requests will be flagged and labeled with "IA" at the end of the file name (i.e. 17123456 LFU IA)

7.3.1.2. Reports resulting from deceased print analysis requests will be titled with the CCN followed by "LFU DEC" (i.e. 17123456 LFU DEC).

7.3.1.3. Supplemental reports and amended reports will be marked by adding "SUPP" or "AMEND" to the end of the file name (i.e. 17123456 LFU SUPP, 17123456 LFU AMEND).

7.3.1.4. The following naming convention will be used for reports where the customer is not MPD or USAO:

7.3.1.4.1. Office of the Attorney General reports will have "OAG" at the end of the file name (i.e. 17123456 LFU OAG).

LFU03 - SOP Latent Print Case File
Document Control Number: 1380
Revision: 7
Page 3 of 5
Approved By: Director
Issue Date: 11/6/2020 5:57:56 PM
UNCONTROLLED WHEN PRINTED

7.3.1.4.2. U.S. Park Police reports will have "USPP" at the beginning of the file name (i.e. USPP17123456 LFU)

7.3.1.4.3. U.S. Capitol Police reports will have "USCP" at the beginning of the file name (i.e. USCP170123 LFU)

7.3.1.4.4. Metro Transit Police reports will have "MTP" at the beginning of the file name (i.e. MTP1712345 LFU)

7.4. All hard-copy case files completed after January 1, 2016 are labeled by the LIMS DFS number and filed in numerical order in a secure storage location within the Latent Fingerprint Unit.

7.4.1. Cases completed before January 1, 2016 were filed by MCL number.

8. Sampling

8.1. Not applicable

9. Calculations

9.1. Not applicable

10. Uncertainty of Measurement

10.1. Not applicable

11. Limitations

11.1. Not applicable

12. Documentation

12.1. LFU Worksheets

12.2. LFU LIMS Report of Examination

12.3. Required LOM02 case documentation – Administrative and Technical Review Checklists

LFU03 - SOP Latent Print Case File
Document Control Number: 1380
Revision: 7

Page 4 of 5
Approved By: Director
Issue Date: 11/6/2020 5:57:56 PM
UNCONTROLLED WHEN PRINTED

12.4. Submission and request forms, if applicable.

12.5. Communication logs, if applicable

13. References

13.1. *Forensic Science Laboratory Quality Assurance Manual* (Current Version)

13.2. *FSL Departmental Operations Manuals* (Current Versions)

13.3. *FSL Laboratory Operations Manuals* (Current Versions)